

Checklist for transfer of location of liquor establishment

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator

- _____ **Investigator requirement** – Within *24 hours* of receiving the case, contact the applicant/managing officer and arrange a meeting at the location to walk through the building and discuss the plans. If the business has not yet been built, arrange a meeting within our office for the applicant/managing officer to bring the architectural plans to discuss together. ***Date of building/plan review:*** _____
- _____ **Investigator requirement** – verification that no 3:00 a.m. closing permit will be transferred to another location as this is prohibited per **section 10-263(a)** of the ordinance.
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, you must submit the conditional license and this case to the manager for review.
- _____ **Investigator requirement** – *Density Study and Checklist* completed listing all package stores **or** taverns as required – see **Section 10-211** for all exceptions. ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – *Location Checklist* completed stating whether the proposed license is likely to interfere with or be detrimental to the rights or interests of the neighboring community – ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – address verification through the database confirming there is not an existing liquor license at this proposed address.
- _____ **Investigator requirement** – *Sales-by-drink and Package Requirement Checklist* completed confirming the business is eligible to receive a liquor license per **Sections 10-102** and **10-111** of the ordinance.
- _____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.
- _____ **Investigator requirement** – *Checklist for Eligible Neighbor Notification Ordinance Requirements* completed and attached confirming all requirements in **section 10-214** have been met. Notification forms are **required** to be mailed out to neighbors within 14 business days of the applicant submitting their completed application per **section 10-214(d)**.
- _____ **Investigator requirement** – *Supervisors pre-mailing approval* – submit case to liquor investigations supervisor for approval notification and voting forms prior to mailing. ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – *Voting forms* returned to the office within 30 days from the date issued. **Voting forms are mailed out by Regulated Industries Division.**
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the voting process? If yes, you must send the **property owner** a letter stating “should the premise fail the voting process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – *Form letter on server*. **Section 10-214(g)**
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to City Planning and Development Department asking if they have any objection to a liquor license being issued at the location – *Form email on server*. **Section 10-162(a)(13)**
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to City Planning and Development Department

asking if they have any objection to a liquor license being issued at the location – *Form email on server.*

Section 10-162(a)(13)

_____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal’s office asking if they have any objection to a liquor license being issued at the location – *Form email on server.* **Section 10-162(a)(13)**

_____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Health Department asking if they have any objection to a liquor license being issued at the location – *Form email on server.* **Section 10-162(a)(13)**

_____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

_____ _____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

Have Need

_____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

_____ _____ \$250 application fee (this fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**

Have Need

_____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor** **OR** submit **\$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

Have Need

_____ _____ Two recent photographs of the front of the premises to be licensed

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Division Form** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

_____ _____ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas and the **number of floors** involved.

A liquor application can be processed without the **contingency items** listed below. However, all **contingency items** must be submitted before a license will be issued.

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

_____ _____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 473-8888